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# Example of HR Services Specialist Cover Letter

957 Adams Falls  
Kuhictown, UT 15712

**Dear Tyler Doyle,**

I submit this application to express my sincere interest in the HR services specialist position.

Previously, I was responsible for metrics based on department needs using Kronos, HR Shared Services ticketing system and SAP Payroll.

My experience is an excellent fit for the list of requirements in this job:

* SAP or equivalent HR system experience and/or Outsourced payroll packages (ADP, Ceridian)
* Global and/or Country specific knowledge
* Experience with Oracle Cloud HCM, Taleo ATS, and Kronos is strongly preferred
* Strong user knowledge of Microsoft Office, especially Excel
* Act as first escalate point for Tier 1 colleagues
* Ensure adherence to process maps and standard data input forms
* Distribute cases on a daily basis to the individual team members for further processing
* Ensure processes are embedded & adhered consistently throughout the team by completing quality checks

**Thank you in advance for taking the time to read my cover letter and to review my resume.**

Sincerely,

Brooklyn Pfannerstill